



PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908 • (360) 753-1111 • FAX (360) 753-1112
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ELECTRONIC FILING OF LOBBYIST AND LOBBYIST EMPLOYER REPORTS

Lobbyists may file the monthly L-2 report electronically; lobbyist employers may electronically file the L-3 report. The lobbyist registration (L-1) and lobbyist employer contribution report (L-3c) cannot be filed electronically. [The electronic filing application will produce an L-1, but it cannot be e-filed.]

Minimum system requires for electronically filing L-2 & L-3 reports			
	<u>Adobe Acrobat</u>	<u>Internet Explorer</u>	<u>Netscape</u>
Windows PC	5.0x or higher	5.0x or higher	4.7x or higher
Macintosh	5.0x or higher	5.5x or higher	4.7x or higher

Electronic Filing Instructions

To electronically file, go to the PDC webpage at www.pdc.wa.gov and select the following:

- Filer Resources
- Electronic Filing Option
- Electronic Filing Links – Lobbyists
- Account Login
- Account Signup for **New Filers** or Account Logon for **Returning E-filers**
- **New Filers** Click – Lobbyist
- Select Account Status [choose “previously filed” if you’ve ever filed an L-2 in any format]
- Complete the personal information template (starred items are mandatory) and create a password.
- Print, sign, and mail the signature authorization and password ID form to the PDC at P. O. Box 40908, Olympia, WA 98504-0908.

At this point, you have been assigned a temporary ID number. You can continue to fill out the L-2 template for electronic filing. The template can be completed incrementally or all at once. Be sure to click the save button at the bottom of the template before you exit the application and before you send the report.

Use the Adobe Acrobat print button to print a copy of the report for your records.

Once you complete and save the template, it can be used as a “master” for subsequent months’ reports. Open the master by clicking “file, edit or view saved L-2 form” and double-clicking on the master. Make all necessary changes, and click “save” – only the most recent version will be saved. Always save before submitting.

Contact Information

For answers to questions about the law, reporting requirements, or electronic filing contact:

Sally Parker at (360) 586-2869 | toll free 1-877-601-2828 | e-mail to sparker@pdc.wa.gov or

Jennifer Hansen at (360) 664-4500 | toll free 1-877-601-2828 | e-mail to jhansen@pdc.wa.gov.